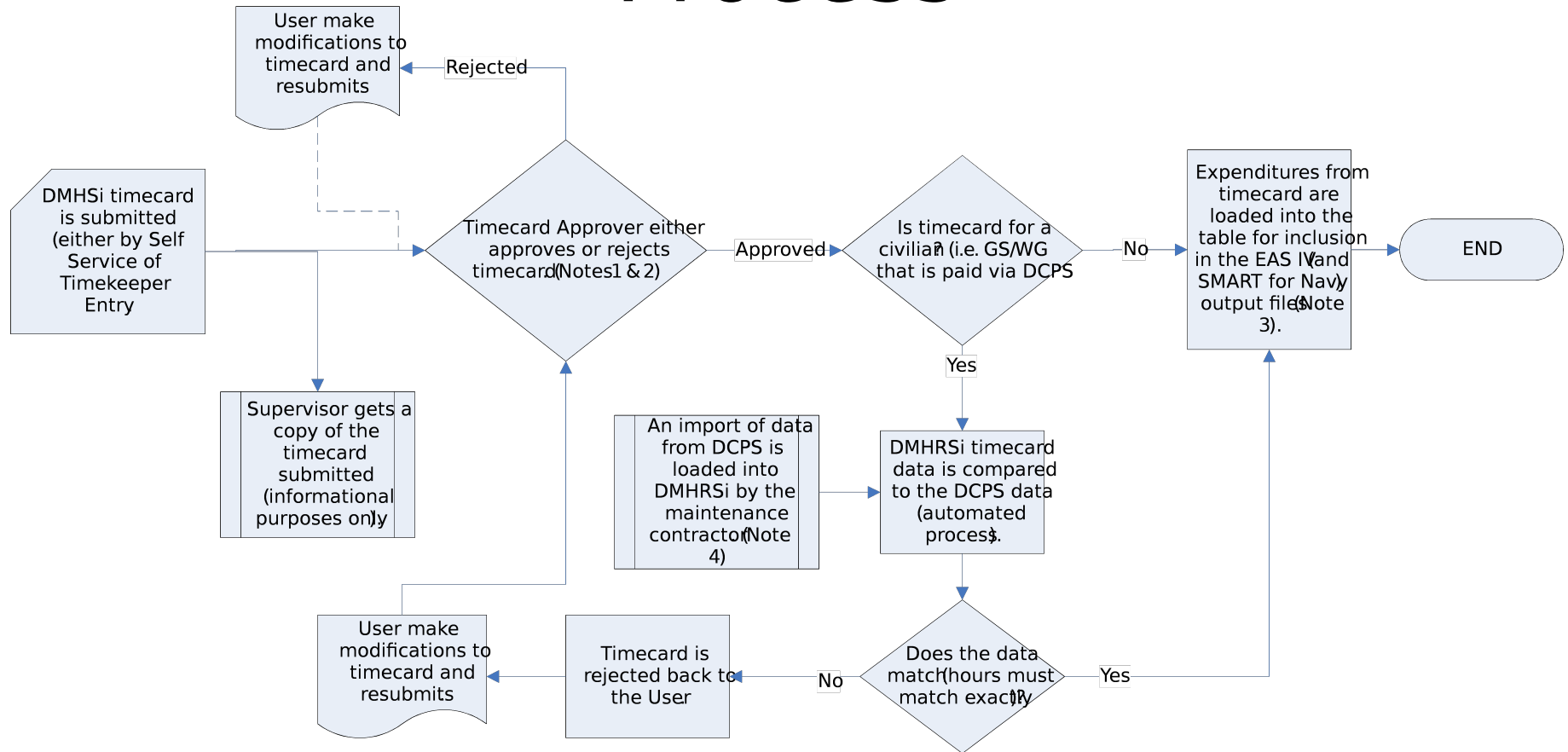


DMHRSi Timecard Workflow Process



See Notes on Next Slide

Current as of: 18 June
07

Notes

- 1 – A time card approver can not make changes to a timecard – they can only reject the timecard with comments or approve it.
- 2 – If the timecard is not either approved or rejected within 7 days of submission, the timecard is automatically rejected back to the user. For example, if the user submits their timecard at 0815 on Monday, at 0815 on the following Monday the timecard will be automatically rejected.
- 3 – Timecard data is imported into the staging tables via an automated process (PRC: TRANSACTION IMPORT). This process is run automatically every night.
- 4 – DCPS data is loaded by the maintenance contractor for every site once it is received (normally 6-8 days after the end of the pay period). For example, if the pay period ended on 17 September, the DCPS data would be loaded on 26 September).